

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B7400330

PRINT DATE: 04/03/17

PAGE: 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

UNIFORMS MANUFACTURING INC  
7360 E ACOMA BOX 12716

SCOTTSDALE, AZ  
(480 ) 368-9316

85267

### REFER QUESTIONS TO:

ALLEGRA DAYE  
(410 ) 767-4032  
ALLEGRA.DAYE1@MARYLAND.GOV

### ITB:

EXPR DATE: 04/30/18  
POST DATE: 03/16/17

DISCOUNT TERMS: .  
CONTRACT AMOUNT:

NET 30 DAY  
.00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

\*\*\*\*\*SMALL BUSINESS PREFERENCE 5%\*\*\*\*\*

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*****
*          INVITATION TO BID FOR          *
*   S T A T E W I D E   C O N T R A C T   *
*   =====               *
*                                     *
*          C O V E R I N G               *
*   CLOTHING:  UNDERWEAR, SOCKS, PJS, ETC. *
*****
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THIS IS THE FINAL RENEWAL OPTION.

SCOPE OF CONTRACT: FOR FURNISHING CLOTHING TO THE USING AUTHORITIES OF THE STATE OF MARYLAND FOR THE DURATION OF THE CONTRACT AS FOLLOWS:

CONTRACT PERIOD: MAY 1, 2017 THRU APRIL 30, 2018 (1 YEAR)

THE STATE HAS THE UNILATERAL OPTION TO RENEW THIS CONTRACT WITH THE SAME TERMS, CONDITIONS AND PRICING.

### QUALIFICATIONS OF BIDDERS:

PRIOR TO SUBMITTING A BID FOR THE WORK COVERED BY THE SPECIFICATIONS, THE BIDDER SHALL HAVE NO LESS THAN THREE (3) YEARS EXPERIENCE IN PROVIDING PRODUCTS THAT ARE EQUAL OR COMPARABLE TO THE SCOPE AND MAGNITUDE REQUIRED BY THE SPECIFICATIONS. SPECIFICALLY, THE VENDOR

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### TERMS (cont'd):

MUST HAVE SATISFACTORY EXPERIENCE CONCURRENTLY DISTRIBUTING THE VOLUME OF PRODUCTS ON A WEEKLY BASIS THAT WOULD BE EQUIVALENT TO THE PRODUCTS COVERED BY THIS SOLICITATION.

IN ORDER TO EXPEDITE THE AWARD PROCESS, IT IS VERY IMPORTANT FOR YOU TO INCLUDE THE REFERENCES AS DETAILED. WITH EACH REFERENCE, LIST DETAILS OF VOLUME OF SALES FOR EACH LOCATION, A CONTACT PERSON, CURRENT WORKING PHONE NUMBER, TIME PERIOD OF CONTRACT AND DOLLAR AMOUNT OF CONTRACT. REFERENCES ARE REQUESTED TO BE SUBMITTED AS AN ATTACHMENT WITH YOUR BID ON EMM. IF THIS IS NOT POSSIBLE, FAX THE REFERENCES TO (410) 333-7022 TO THE PROCUREMENT OFFICER. FAILURE TO PROMPTLY PROVIDE INFORMATION THAT LEADS TO A DETERMINATION OF RESPONSIBILITY IS GROUNDS FOR REJECTION OF THE BID.

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INDEFINITE DELIVERY CONTRACT FOR SUPPLYING STATE AGENCIES WITH THEIR NEEDS FOR THE FOLLOWING ITEM(S) FOR THE CONTRACT PERIOD SPECIFIED.

DURATIONS: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD AND QUANTITY SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE.

QUOTATIONS MUST BE SUBMITTED ON THIS FORM UNLESS OTHERWISE INDICATED.

### PROCESSING FEE

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE (1) PERCENT OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDR THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (1) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE

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### TERMS (cont'd):

OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COST ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

MULTIPLE OR ALTERNATE BIDS ARE NOT ACCEPTABLE UNLESS OTHERWISE PROVIDED IN THE STATE SOLICITATION DOCUMENTS.

CORPORATE "P" PURCHASING CARDS WILL BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY CONTRACTS OF \$5,000 OR LESS.

IN ACCORDANCE WITH COMAR 21.10.02.02 THE DEPARTMENT WILL NOT ACCEPT PROTESTS OR CLAIMS BY ANY ELECTRONIC MEANS.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE (3) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT SHALL BE AT VENDORS OPTION PROVIDING THAT, AS A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

### GENERAL CONDITIONS:

- A. QUANTITIES SHOWN ARE APPROXIMATE AND ARE NOT TO BE CONSTRUED AS MINIMUM OR MAXIMUM.
- B. QUOTED PRICES ARE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND.
- C. MINIMUM ORDER ACCEPTABLE FOR CONTRACT PRICING IS \$200.00, AMOUNTS LESS WILL BE SHIPPED WITH FREIGHT CHARGES PREPAID AND ADDED TO THE INVOICE AS A SEPARATE LINE ITEM.
- D. DELIVERY MUST BE COMPLETED WITHIN TEN (10) WORKING DAYS AFTER RECEIPT OF ORDER FROM USING AUTHORITY.
- E. SAMPLES UPON REQUEST WITHIN FIVE (5) WORKING DAYS.
- F. BIDDER MUST SPECIFY MANUFACTURER AND STYLE NO. FOR EACH ITEM.

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**TERMS (cont'd):**

- G. ALL GOODS ARE TO BE FIRST QUALITY MERCHANDISE- NO SECONDS OR IRREGULARS WILL BE ACCEPTED.
- H. SOME ITEMS MAY BE LOT AWARDED AT THE OPTION OF THE DEPARTMENT, SUCH AS UNDERWEAR, SWEATS, PAJAMAS, THERMALS, ETC.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	20009-700010	DZ	15.6000		

BELTS, WEBB ARMY TYPE, 1 1/4" W, PLATED BRASS BUCKLE, TO BE AVAILABLE  
IN ASSORTED SIZES AND COLORS  
MFG. AND BRAND NAME \_\_\_\_\_

0002	20019-130005	DZ	11.7000		
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BRIEFS, 100% COTTON, WHITE. BOYS' SIZES 2-20  
MFG AND BRAND NAME. \_\_\_\_\_

0003	20019-130105	DZ	11.7000		
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BRIEFS, BLEND 50% POLYESTER, 50% COTTON, WHITE. BOYS' SIZES 2-20  
MFG. AND BRAND NAME \_\_\_\_\_

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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0004	20019-534035	PR	12.4000	
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PANTS, TWILL JEANS, 50% POLYESTER, 50% COTTON, PERMANENT PRESS WITH BELT LOOPS, STRAIGHT LEGS, 2 FRONT SCOOP POCKETS, 2 REAR POCKETS, BAR-TACKED AT STRESS POINTS, ZIPPER FLY, BUTTON OR SNAP CLOSURE, ASSORTED SOLID COLORS. BOYS REGULAR 8/18, SLIM 8/16  
MFG. AND BRAND NAME\_\_\_\_\_

0005	20019-680110	DZ	46.0200	
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PULL OVER KNIT SHIRTS, 100% POLYESTER OR POLY/COTTON BLEND. 3 OR 4 BUTTON PLACKET, SQUARE BOTTOM FOR WEAR IN/OR OUT, KNIT COLLAR. HEMMED SHORT SLEEVES. BOYS SIZES 8/16.  
MFG. AND BRAND NAME\_\_\_\_\_

0006	20019-712110	DZ	19.4400	
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TEE SHIRTS, BLEND 50% POLYESTER, 50% COTTON, CREWNECK, WHITE. BOYS' SIZES 2-20  
MFG. AND BRAND NAME\_\_\_\_\_

0007	20039-011000	DZ	4.5500	
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ANKLETS, 100% MERCERIZED COTTON WITH 2% NYLON REINFORCED TOE AND HEEL. SINGLE ROLL TOP. WHITE, ASSORTED SIZES; 6 1/2 - 11.  
MFG. AND BRAND NAME\_\_\_\_\_

0008	20039-730210	DZ	5.4500	
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SOCKS: MENS, 100% COMBED COTTON, 2 PLY, REINFORCED HEEL AND TOE. AVAILABLE IN SPECIFIC SIZES (10,11,12,13).  
MFG AND BRAND NAME \_\_\_\_\_

0009	20042-540045	DZ	29.2800	
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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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LADIES THERMAL LONG SLEEVE 50 POLY/50% COTTON, TOP, UNDERWEAR  
(SMALL TO XX LARGE).  
MFG. AND BRAND NAME \_\_\_\_\_

0010	20042-877050	DZ	29.2800	
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LADIES THERMAL UNDERWEAR; 50% POLY/50% COTTON, LONG LEGS SIZE S/XL,  
BOTTOMS.  
MFG. AND BRAND NAME \_\_\_\_\_

0011	20069-890005	DZ	13.9000	
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UNDERSHIRTS, MENS', ALL COTTON, SLEEVELESS, WHITE. SIZES S-XL  
MFG. AND BRAND NAME \_\_\_\_\_

0012	20084-430250	EA	16.5000	
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JACKETS, LIGHT WEIGHT, 100% COTTON OUTER SHELL, FLANNEL LINED, BUTTON  
CUFF, WAIST LENGTH, ZIPPER FRONT, SLASH POCKETS, MACHINE WASHABLE.  
ASSORTED COLORS, SIZES: S, M, L, XL.  
MFG. AND BRAND NAME \_\_\_\_\_

0013	20084-430410	EA	29.0000	
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MENS 34" ZIP-OFF HOOD PARKA, HEAVY DUTY COTTON SHELL WITH 16 OZ. QUILT  
LINING, SELF COLLAR, DRAW-STRING WAIST, FOUR POCKETS, AND SNAP FLY  
FRONT OVER HEAVY DUTY ZIPPER. ASSORTED COLORS. SIZES S, M, L.  
MFG. AND BRAND NAME \_\_\_\_\_

0014	20084-430415	EA	32.0000	
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MENS 34" ZIP-OFF HOOD PARKA, HEAVY DUTY COTTON SHELL WITH 16 OZ. QUILT  
LINING, SELF COLLAR, DRAW-STRING WAIST, FOUR POCKETS, AND SNAP FLY  
FRONT OVER HEAVY DUTY ZIPPER. ASSORTED COLORS. SIZES XL-XXXL  
MFG. AND BRAND NAME \_\_\_\_\_

END OF ITEM LIST

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### TERMS (cont'd):

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID.  
THE AWARD WAS MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER  
FOR EACH LINE ITEM.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL  
INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE  
SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE,  
AND/OR BIODEGRADABLE MATERIALS.

THE GOAL OF THE STATE OF MARYLAND'S MINORITY BUSINESS ENTERPRISE  
(MBE) PROGRAM IS TO ATTEMPT TO PROVIDE A FAIR SHARE OF PROCUREMENT  
CONTRACTS TO CERTIFIED MINORITY BUSINESS ENTERPRISES. ALTHOUGH  
THERE IS NO SPECIFIC PERCENTAGE REQUIREMENT FOR MBE PARTICIPATION IN  
THIS BID, THE COMMODITY PROCUREMENT/PURCHASING BUREAU WOULD LIKE TO  
KNOW IF YOU WILL HAVE MBE PARTICIPATION IN THE BID? PLEASE INDICATE  
ON LINE 001 OF YOUR BID EITHER YES OR NO FOR MINORITY PARTICIPATION.

FOR A STATE PROCUREMENT CONTRACT OF \$25,000 OR MORE AT THE TIME A BID  
OR PROPOSAL FOR ANY STATE PROCUREMENT CONTRACT IS SUBMITTED, THE  
BIDDER OR OFFEROR SHALL CERTIFY TO THE PROCUREMENT OFFICER THE BIDDER  
OR OFFEROR HAS PAID ALL TAXES, UNEMPLOYMENT INSURANCE CONTRIBUTIONS,  
REIMBURSEMENT PAYMENTS, AND INTEREST NOT BARRED BY LIMITATIONS AND  
PAYABLE TO THE COMPTROLLER, THE DEPARTMENT OF ASSESSMENTS AND  
TAXATION OR HAS PROVIDED FOR PAYMENT IN A MANNER SATISFACTORY TO THE  
UNIT REPOSNSIBLE FOR COLLECTION; AND IF THE BIDDER OR OFFEROR IS A  
VENDOR OF TANGIBLE PERSONAL PROPERTY, THE BIDDER OR OFFEROR POSSESES  
A VALID SALES AND USE TAX LICENSE UNDER TITLE 11, SUBTITLE 7 OF THE  
TAX - GENERAL ARTICLE.

A PREFERENCE WILL BE GIVEN TO THE RESPONSIVE AND RESPONSIBLE BID FROM  
A MARYLAND FIRM OVER THAT OF A NONRESIDENT FIRM IF THE STATE IN WHICH  
THE NONRESIDENT FIRM IS LOCATED GIVES A RESIDENT BUSINESS PREFERENCE.  
WHERE SUCH A BUSINESS PREFERENCE IS PROVIDED, THE PREFERENCE SHALL BE  
THE SAME AS THAT PROVIDED BY THE STATE IN WHICH THE NONRESIDENT FIRM  
IS LOCATED. A NONRESIDENT BIDDER SUBMITTING A PROPOSAL FOR A STATE  
PROJECT SHALL ATTACH TO THE PROPOSAL A COPY OF THE CURRENT STATUTE,  
RESOLUTION, POLICY PROCEDURE OR EXECUTIVE ORDER OF THE RESIDENT STATE  
OF THE NONRESIDENT BIDDER THAT PERTAINS TO THAT STATE'S TREATMENT OF  
NONRESIDENT BIDDERS.

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AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE